EarlyBird Childcare & Learning, LLC.

Parent Handbook

“Where Fun, Care and Learning Begin”

3122 E US Highway 54

Andover KS, 67002

(316) 210-8599 or (316) 295-3124

**Program Policy: Parent’s Responsibility**

As a condition of enrollment in EarlyBird ChildCare & Learning Center the parents have the following responsibilities regarding the center and/or their children:

 A. All parents are required to review the contract with the program director and agree to all terms prior to their child attending

 B. All parents must provide the center with all the state required forms and registration. These forms are required by state as well as well as local agencies. Notifying and documenting the director of any health problems, developmental delays and/or allergies.

 1. Parents are responsible for updating their child’s health forms each year/(birthday) as there may be new shots that need to be on file for the child.

 C. Parents are required to maintain their contracted arrival and departure times and must notify the center of any changes for approval.

 D. Parents must contact the director no later than 9:00 am on the day of occurrence if their child will be late or absent for any reason. It is preferred that the director be notified in advance of any appointments, late arrivals or early pickups, etc. to ensure little interruptions with the center’s daily schedule. This will avoid any prolonged delays with child if they are involved in an activity.

 E. If an emergency occurs parents must be easily available to contact and/or to pick-up their child. An emergency information form is filled out during enrollment providing the director with the best contact numbers to reach parents in case of such. If child is needing picked up this should occur immediately, with no more than 30 minutes extended.

 F. Parents should carefully read the parent bulletin boards, newsletters and other materials handed out as they contain important information and dates such as: - Curriculum changes - Celebrations/Holidays - Center Closing Information - Illness exposure/ Health Information

 G. Parents should utilize the center’s “Open-Door Policy” expressing messages, concerns or ideas to the director relating to their child’s needs, behaviors and development.

 H. Parents should send sufficient and weather appropriate clothing, coats, nap time supplies, etc. for their child. This needs to be stored in the center provided storage bin with the child’s name tag in their assigned cubby. Should any clothing be laundered parents are responsible for taking these items home and returning replacement items as soon as possible. (Nap time supplies is the center’s responsibility and is laundered at the center weekly)

 I. It is the parent’s responsibility to notify the director of any scheduled vacations resulting in the child’s absence.

 J. It is the parent’s responsibility to notify the director of the child’s withdraws from the program; a two week written notice is required and is to be submitted to the director. The two week notice will be exactly 10 business days from the day the notice was given with all normal tuition fees still being owed. If the two week notice is not given and the child with-drawl’s from the program or the child with-drawl’s from the program prior to the ending date it is the parents responsibility to pay the center/director the child’s full tuition amount for the two weeks.

\* Weekly Tuition Full Time is $175.00 per week ages 18 months to 6 years. *At this time we do not accept infants; however if we were too accept infants the weekly rate would be $175.00 per week. Infants are considered ages 18 months and younger.*

 (Example: Weekly Tuition $175 per week x 2= $350.00 owed)

 K. Each child’s weekly tuition payment will be due by the end of the day on Friday. The tuition paid on Friday will be for the following/ Up and coming week of attendance. Late fees will be applied if tuition is not paid on this day (Friday)

 1. Late payments: If childcare payment is not received at the end of day on Friday, following the week of starting care, I understand there will be a late fee of $5.00 per day the payment is late and/or the provider will refuse care/services until payment is paid in full.

 2. I understand that I am still responsible for my child’s tuition and tuition payment is due on due date (Fridays) regardless of my child’s attendance or absence. This applies to any missed days to due to family/personal reasons, illness or vacation.

 L. Overtime rates will occur and be considered as a drop off before 7:25am and a pick-up after 5:30pm. (Unless otherwise agreed upon by both provider and parent)

 1. I understand that prior arrangements with the provider must be made and if the child is to stay before or past center hours I will occur a $10.00 per hour charge or portion thereof even if under an hour. This is this is to be paid in full prior to overtime care.

 2. I understand that if prior arrangements for overtime care were not arranged with the center provider/director I will occur a $1.00 per minute early drop-off or late pick-up charge beyond the contracted times. This rate will be strictly enforced by the provider/director and is to be paid in full the day of occurrence or first thing the following morning.

M. Center Closings: (Holidays, Vacations, Absences)

The following days are paid days when they fall on a day regularly scheduled for preschool.

* **New Year’s Eve and New Year’s Day**
* **Thanksgiving Day and Day after Thanksgiving**
* **Memorial Day**
* **Fourth of July**
* **Labor Day**
* **Week of Christmas (Including Christmas Eve, Day and Day after)**
* **Center Close 1 Week of Vacation (This will normally be used during the winter months and will be a Monday-Friday. This vacation does not apply nor count towards the one week vacation given to the children. The normal tuition rate is to be paid in full prior to the center closing for vacation.)**
* **3 Sick Days Annually**
* **Snow Days may occur but will only be enforced if city closings or weather prevents opening**

N. A holding fee (deposit) of $100.00 or $75.00 per child for siblings is required and to be paid prior to the child starting preschool. This fee/deposit reserves my child position and will be non-refundable. The deposit will not be applied towards tuition or payments regarding childcare/preschool services.

O. Charges related to the provider’s/director’s illness or other emergencies that prohibits care will be the child’s regular tuition rate, as this will be used to pay/contract a licensed substitute through the state to cover any amount of time missed by director.

**Program Policy: Program Responsibilities**

Upon enrollment EarlyBird ChildCare & Learning Center has the following responsibilities to child and parent(s):

 A. The program will provide a healthy, safe environment that is developmentally appropriate and stimulating for the children enrolled. The program will offer a variety of activities and curriculum for the children to keep them engaged and involved.

 B. The program will meet services, activities, materials and equipment that meet’s cultural, linguistic and other special needs of children and their families being served. Within the context of group care, as much as possible each child’s individual needs, customs and learning styles will be respected and fostered.

 C. Each child and their families’ personal rights will be kept private and confidential between only the provider, child and child’s family.

 D. The program is responsible for communicating and implementing its “Open-Door Policy.” This policy is to create and establish trusting relationships between director, child and parent(s). The “Open-Door Policy” also supports and encourages parent visits and participation during the hours of operation. Ongoing communication will be provided to keep parents informed about their child’s development as well as all other aspects of their daily activities and the program. (This is done in a private setting to ensure child/family privacy and to maintain the trust built) Any additional time needed can be requested and scheduled with the director.

 E. The program will send home monthly assessments in the child’s assigned folder engaging the parent(s) in the child’s monthly progress and development.

 F. The programs goal is to establish close working partnerships and friendships with all the families, creating a second home environment for the children. This is supported by offering open communication, resources and support to all families and their children.

 G. EarlyBird ChildCare & Learning center does not discriminate among any religion, race, culture, gender, or disability. At EarlyBird ChildCare & Learning no religious instruction or beliefs are provided.

 H. The center reserves the right to drop a child from the program if it is determined that it would be to the best interests of the other children involved in the center or that individual child. The center can only serve to those children who meet the needs that are effectively met by the program. The program is regulated and limited to adult: child ratios permitted by the state. Specific circumstances that would cause for a child to be dropped from the program are as follows:

- Aggressive, anti-social or continuous unacceptable behavior to the extent of that child’s safety and health or the safety and health of the other children.

– The child’s inability to adjust to the program structure and/or group situation.

 Should this be decided and determined by the director proper two week notice will be given to the child’s parent(s) as well as an understanding for why the services are being terminated. This will only be considered after the program has taken other actions, parent notification, observations and implemented changes with the child. If termination of service is determined the family will be provided with referrals and resources.